



*We're going outside.*

## Cleaning Service Bid Proposal

### *Personal/Business Information*

Business Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (To be used for background check only)

Home Telephone: (    )\_\_\_\_-\_\_\_\_ Business Telephone: (    )\_\_\_\_-\_\_\_\_

### *Additional Employees*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (To be used for background check only)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (To be used for background check only)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (To be used for background check only)

### *Special Skills or Training*

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***Cleaning History***

*(Begin with current or most recent employer)*

From (Mo/Yr): \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Business Name & Address:  
\_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Contact Person's Name & Phone:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
*May we contact this person?*  Yes  No

From (Mo/Yr): \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Business Name & Address:  
\_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Contact Person's Name & Phone:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
*May we contact this person?*  Yes  No

From (Mo/Yr): \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Business Name & Address:  
\_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Contact Person's Name & Phone:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

***Supplementary Information***

***This is a contractual position and the successful candidate will not be an employee of the City of Jefferson.***

List any relatives employed by or currently holding an appointive or elective position in this City: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
*(If yes, please attach separate sheet giving full information.)*

**References**

*(Avoid listing members of the clergy)*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position/Title/Profession: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

*Approximately how many years have this individual known you? \_\_\_\_\_*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position/Title/Profession: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

*Approximately how many years have this individual known you? \_\_\_\_\_*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position/Title/Profession: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

*Approximately how many years have this individual known you? \_\_\_\_\_*

***Applicant - Please Read Carefully and Sign Below***

All information provided and statements made by me as part of this application, or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge.

I understand that if I am selected for this contractual service, false information provided or false statements made as part of this application may be considered as cause for dismissal. I understand that by signing this document if I am considered for the contractual position I will be subject to a criminal background check and reference check(s).

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date signed

*Proposal for cleaning services for the City of Jefferson*

Please enter your prices to clean the following facilities

Police Department: \_\_\_\_\_

Senior Center: \_\_\_\_\_

City Hall: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

These prices are for a year. Amount will be prorated by month for the remainder of 2019.

Please return to:       Jefferson City Hall  
                                  Attn: Cleaning Proposal  
                                  317 S. Main Street  
                                  Jefferson, WI 53549

Proposals must be returned by **April 30, 2019 at 4:00 p.m.**